

**FIXED ASSET INVENTORY**

State Form 39598(R2/9-89)

Approved by the State Board of Accounts

For Auditor Use Only

INSTRUCTIONS: This Fixed Assets Inventory has been developed for use with the new State's Fixed Assets Accounting System. The abbreviations on the forms are as follows: SOI=State of Indiana, AQU/RE=Acquisition Date/Retired Date, YYMM=Year, Month, AC/ES=Actual/Estimate. The numbers below the categories are the number of characters that can be used for that field. The shaded area Retirements are used with the shaded area Pre-Fix, Asset Number, and AQ/RE Date. No other fields are required with Retirements. For further directions, please refer to the "User's Guide".

Name of Agency		Circle Quarter for this Report				Check One Only <input type="checkbox"/> Adds <i>(Items New to Inventory)</i> <input type="checkbox"/> Changes <i>(Items to Correct Inventory)</i> <input checked="" type="checkbox"/> Retirements <i>(Items Scrapped, Abandoned or Traded-In)</i>
		1 st	2 nd	3 rd	4 th	
Agency Number (Three Digits)	Location (Seven Characters)	7/1-9/30	10/1-12/31	1/1-3/31	4/1-6/30	

Pre-Fix 2	ASSET NUMBER 6	SUB 2	AQU/RE DATE YYMM	DESCRIPTION CODE 8	DESCRIPTION 35	FUND NUM 4	COST CODE AC/ES	COST 12	SERIAL NUMBER 18

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